Contents

Getting to Know ArcInfo 1

Introduction 3

1 Welcome to ArcInfo 5

What can you do with ArcInfo? 6
Unique projects to daily business 9
Tasks you perform with ArcInfo 11
Tips on learning ArcInfo 16

2 Exploring desktop ArcInfo 17

Introducing ArcCatalog 18
Viewing data in ArcCatalog 19
Connecting to your data 20
Introducing ArcMap 23
Working with maps 24
Exploring a map 25
Adding a layer to a map 28
Adding features from a database 29
Changing the way features are drawn 30
Adding labels to a map 33
Working with the map layout 35
Saving a map 41
Printing a map 42
What's next? 43

3 Exploring GIS data 45

Geographic data models 46
Formats of feature data 48

Conducting a GIS Project 57

4 Planning a GIS project 59

What is a GIS analysis? 60
The steps in a GIS project 63
Planning your project 65

5 Organizing data 71

Organizing the project with ArcCatalog 72
Gathering data for the project 75
Cleaning up the Catalog tree 79

6 Preparing data for analysis 81

Introducing ArcToolbox 82
Changing ArcToolbox settings 83
Importing shapefiles to coverages 85
What are coordinate systems? 88
Defining a coordinate system interactively 90
Projecting a coverage 93
Defining a coordinate system by matching 96
What is coverage topology? 98
Creating topology for a coverage 99
Appending adjacent coverages 101
Adding items to a polygon attribute table 104
Importing a coverage to a geodatabase 106
Digitizing a feature 108

7 Creating derived data 115

Extracting polygons from a coverage 116
Buffering with the ArcToolbox Buffer Wizard 120
Buffering with the ArcToolbox Buffer tool 123

Erasing areas from a coverage 126
Overlaying coverages with the Overlay Wizard 128

8 Analyzing data 131

Starting a new map 132
Selecting with all features in a layer 134
Selecting with selected features 138
Updating distance and suitability 144
Selecting a range of values 150
Selecting with a buffer 155
Selecting large parcels 158
View the analysis results 160

9 Presenting your results 165

Creating a new layout 166
Working with data frames 168
Renaming data frames 170
Customizing the overview data frame 172
Customizing a second data frame 176
Creating a selection layer 178
Symbolizing the new layer 181
Labeling the new layer 184
Creating a report 186
Adding an extent rectangle 190
Adding legends 193
Adding a North arrow 198
Adding scale bars 199
Adding a title 202
Adding graphic rectangles 204
Saving the map 207
Exporting an image of the map 208
What's next? 210

Glossary 211

Index 221